



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, सोमवार 11 जुलाई, 1988/20 आषाढ़, 1910

हिमाचल प्रदेश सरकार

भाषा, कला एवं संस्कृति विभाग

अधिसूचनाएं

शिमला-171002, 9 जून, 1988

संख्या भाषा ए० (3) 23/87.—हिमाचल प्रदेश के राज्यपाल, भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, हिमाचल प्रदेश भाषा, कला एवं संस्कृति विभाग में आशुलिपिक वर्ग-3 (अराजपत्रित) पद के लिए इस अधिसूचना के संलग्न उपाबन्ध “अ” के अनुसार भर्ती एवं प्रोन्नति नियम बनाते हैं, अर्थात् :—

1. संक्षिप्त नाम और प्रारम्भ.—(1) इन नियमों का संक्षिप्त नाम, हिमाचल प्रदेश भाषा, कला एवं संस्कृति विभाग आशुलिपिक वर्ग-3 (अराजपत्रित) पद भर्ती एवं प्रोन्नति नियम, 1988 है।

(2) यह नियम तुरन्त प्रवृत्त होंगे।

निरसन और व्यावृत्ति.—इस विभाग की अधिसूचना संख्या: 17-2/73-आई0डब्ल्यू0 बी0 भाषा, तारीख 19 मई, 1976 द्वारा अधिसूचित आशुलिपिक के भर्ती और प्रोन्नति नियम एतद् द्वारा निरसित किए जाते हैं परन्तु ऐसे निरसन से उक्त नियमों के पूर्व प्रवर्तन या उनके अधीन की गई किसी नियुक्ति या कार्यवाही पर कोई प्रभाव नहीं पड़ेगा।

आदेश द्वारा,
हस्ताक्षरित/-
वित्तियुक्त एवं सचिव।

उपाबन्ध "अ"

हिमाचल प्रदेश भाषा एवं संस्कृति विभाग में आशुलिपिक पद के लिए भर्ती एवम् प्रोन्नति नियम।

आशुलिपिक।

1 (एक)।

वर्ग-3 (अराजपन्नित)।

रुपये 570-15-600/20-700/25-850/30-1000-40-1080.

अचयन।

1. पद का नाम
2. पदों की संख्या
3. वर्गीकरण
4. बेतनमान
5. चयन पद अथवा अचयन पद
6. सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु।

18 से 32 वर्ष तक :

परन्तु सीधी भर्ती के लिए आयु सीमा तदर्थ या संविदा पर नियुक्त किए गए पहले से सरकार की सेवा में रत व्यक्तियों सहित, अभ्यर्थियों को लागू नहीं होगी :

परन्तु यह और कि यदि तदर्थ आधार पर नियुक्त किया गया अभ्यर्थी इस रूप में नियुक्ति को तारीख को अधिकव्य हो गया हो तो वह तदर्थ या संविदा के आधार पर नियुक्ति के कारण विहित आयु में शिथिलीकरण के लिए पात्र नहीं होगा:

परन्तु यह और कि अनुसूचित जातियों/अनुसूचित जन जातियों तथा अन्य वर्गों के व्यक्तियों के लिए अधिकतम आयु सीमा में उतना ही शिथिलीकरण किया जा सकेगा जितना कि हिमाचल प्रदेश सरकार के साधारण या विशेष आदेशों के अधीन अनुज्ञेय है:

परन्तु यह और भी कि पब्लिक सैक्टर निगमों तथा स्वायत्त निकायों के सभी कर्मचारियों को, जो ऐसे पब्लिक सैक्टर निगमों तथा स्वायत्त निकायों के प्रारम्भिक गठन के समय ऐसे पब्लिक सैक्टर निगमों/स्वायत्त निकायों में आमेलन से पूर्व सरकारी कर्मचारी थे, सीधी भर्ती में आयु की सीमा में ऐसी ही रियायत दी जाएगी जैसी सरकारी कर्मचारियों को अनुज्ञेय है किन्तु इस प्रकार की रियायत पब्लिक सैक्टर निगमों तथा स्वायत्त निकायों के ऐसे कर्मचारिवृन्द को नहीं दी जाएगी जो पश्चात्तवर्ती ऐसे निगमों/स्वायत्त निकायों द्वारा नियुक्त किए गए थे/किए गए हैं और उन पब्लिक सैक्टर निगमों/स्वायत्त निकायों के प्रारम्भिक गठन के पश्चात् ऐसे निगमों/स्वायत्त निकायों की सेवा में अन्तिम रूप से आमेलित किए गए हैं/किये गये थे।

टिप्पणी.—1. सीधी भर्ती के लिए आयु सीमा की गणना उस वर्ष के प्रथम दिन से की जायेगी जिसमें आवेदन आमंत्रित करने के लिए यथास्थिति पद विज्ञापित या नियोजनालयों को अधिसूचित किए जाते हैं।

टिप्पणी.—2. अन्यथा सुअर्हित अभ्यर्थियों की दशा में सीधी भर्ती के लिए आयु सीमा और अर्हताएं आयोग के विवेकानुसार शिथिल की जाते सकेंगी।

7. सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अनेकित न्यूनतम शैक्षिक और अन्य अर्हताएं।

अनिवार्य अर्हताएं:

मान्यता प्राप्त विश्वविद्यालय/बोर्ड से मैट्रिक पास या इसके समतुल्य जिनकी कम से कम 40 शब्द प्रतिमिनट अंग्रेजी टंकण में और 100 शब्द प्रतिमिनट अंग्रेजी आशुलिपि में गति हो। हिन्दी की स्थिति में 25 शब्द प्रतिमिनट हिन्दी टंकण और 80 शब्द प्रतिमिनट हिन्दी आशुलिपि में गति।

(2) हिमाचल प्रदेश की रुढ़ियों, रीतियों और बोलियों का ज्ञान और प्रदेश में विद्यमान विशिष्ट दशाओं में नियुक्ति के लिए उभयवृत्तता।

8. सीधी भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नति की दशा में लागू होंगी या नहीं।

आयु: नहीं।

शैक्षिक अर्हताएं: हां।

9. परीक्षा की अवधि, यदि कोई हो

दो वर्ष, जिसका कि एक वर्ष से अधिक ऐसी और अवधि के लिए विस्तार किया जा सकेगा जैसा सूक्ष्म प्राधिकारी विशेष परिस्थितियों में और लिखित कारणों से आदेश दें।

10. भर्ती की पद्धति:—भर्ती सीधी होगी या प्रोन्नति या प्रतिनियुक्ति या स्थानान्तरण द्वारा और विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता।

शत प्रतिशत (100) पदोन्नति द्वारा, ऐसा न होने पर सीधी भर्ती द्वारा।

11. प्रोन्नति, प्रतिनियुक्ति या स्थानान्तरण की दशा में श्रेणियाँ, जिनमें से प्रोन्नति की जाएगी।

आशुटंकक (स्टैनो टाईपिस्टों) में से प्रोन्नति द्वारा जिनका ग्रेड में कम से कम 3 वर्ष का नियमित या (31-12-1983) तक की गई तदर्थ सेवा सहित संयुक्त नियमित सेवाकाल हो और 80 शब्द प्रति मिनट हिन्दी आशुलिपि और 25 शब्द प्रति मिनट हिन्दी टंकण या 100 शब्द प्रति मिनट अंग्रेजी आशुलिपि और 40 शब्द प्रति मिनट अंग्रेजी टंकण में गति हो।

टिप्पणी 1.—प्रोन्नति के सभी मामलों में पद पर नियमित नियुक्ति से पूर्व सम्भरण पद में 31-12-83 तक की गई तदर्थ सेवा, यदि कोई हो, प्रोन्नति के लिए इन नियमों में यथा-विहित सेवाकाल के लिए, निम्नलिखित शर्तों के अधीन रहते हुए, गणना में ली जाएगी:—

(क) उन सभी मामलों में जिन में कोई कनिष्ठ व्यक्ति सम्भरण पद में जाने का अधिकार (31-12-83

तक की गई तदर्थ सेवा को शामिल करके) के आधार पर उपर्युक्त निर्दिष्ट उपबन्धों के कारण विचार के लिए पात्र हो जाता है, वहां उससे बरिष्ठ सभी व्यक्ति विचार किए जाने के पात्र समझे जाएंगे और विचार करते समय कनिष्ठ व्यक्ति से ऊपर रखे जाएंगे, परन्तु उन सभी पदाधिकारियों की, जिन पर प्रोन्नति के लिए विचार किया जाता है, कम से कम तीन वर्ष की न्यूनतम अहंता सेवा या पद के भर्ती और प्रोन्नति नियमों में विहित सेवा जो भी कम हो, होगी :

परन्तु यह और भी कि, जहां कोई व्यक्ति पूर्वगामी परन्तु की अपेक्षाओं के कारण प्रोन्नति किए जाने सम्बन्धी विचार के लिए अपात्र हो जाता है वहां उससे कनिष्ठ व्यक्ति भी ऐसी प्रोन्नति के विचार के लिए अपात्र समझा जाएगा।

(ख) इसी प्रकार, स्थायीकरण के सभी मामलों में ऐसे पद पर नियमित नियुक्ति से पूर्व 31-12-83 तक की गई तदर्थ सेवा, यदि कोई हो, सेवा काल के लिए गणना में ली जाएगी :

परन्तु स्थायीकरण के परिणाम स्वरूप तदर्थ सेवा को गणना में लेकर पारस्परिक ज्येष्ठता, अपरिवर्तित रहेगी।

(ग) 31-12-1983 के पश्चात् की गई तदर्थ सेवा प्रोन्नति/स्थायीकरण के प्रयोजन के लिए गणना में नहीं ली जाएगी।

टिप्पणी 2.—जब कभी नियम 2 के अधीन पदों में बढ़ोतरी होती है तो नियम 0 और 11 के उपबन्ध, सरकार द्वारा लोक सेवा आयोग के परामर्श से पुनरीक्षित किए जाएंगे।

12. यदि विभागीय प्रोन्नति समिति विद्यमान हो तो उसकी संरचना।

जैसी कि सरकार द्वारा समय-समय पर गठित की जाए।

13. भर्ती करने में जिन परिस्थितियों में हिमाचल प्रदेश लोक सेवा आयोग से परामर्श किया जाएगा।

जैसा कि विधि द्वारा अपेक्षित हो।

14. सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षा।

किसी सेवा या पद पर नियुक्ति के लिए अभ्यर्थी निम्नलिखित आवश्यक होना चाहिए :—

(क) भारत का नागरिक, या

(ख) नेपाल की प्रजा, या

(ग) भूटान की प्रजा, या

(घ) तिब्बती शरणार्थी जो 1 जनवरी, 1962 से पूर्व भारत में स्थायी निवास के आशय से आया हो,

(ङ) भारतीय मूल का कोई व्यक्ति जिसने पाकिस्तान, बर्मा, श्री लंका, पूर्वी अफ्रीका के देशों कीनिया, यूगान्डा, यूनाइटेड रिपब्लिक ऑफ तंजानिया (पहले तान्जानिका, जम्बीबार), जाम्बिया, मालवा, जेयरे और इथोपिया से, भारत में स्थायी निवास के आशय से प्रवास किया है :

परन्तु प्रवर्ग (ख), (ग) और (ङ) के अभ्यर्थी ऐसे व्यक्ति होंगे जिनके पक्ष में भारत सरकार द्वारा पात्रता प्रमाण-पत्र जारी किया गया हो।

ऐसे अभ्यर्थी को, जिस मामले में पात्रता का प्रमाण-पत्र आवश्यक हो, हिमाचल प्रदेश लोक सेवा आयोग या अन्य भर्ती प्राधिकरण द्वारा संचालित परीक्षा/साक्षात्कार में प्रविष्ट किया जा सकेगा। किन्तु उसे नियुक्ति का पस्ताव, पात्रता का अपेक्षित प्रमाण-पत्र जारी किए जाने के पश्चात् ही दिया जाएगा।

15. सीधी भर्ती द्वारा पद पर नियुक्ति के लिए चयन।

सीधी भर्ती के मामले में, पद पर नियुक्ति के लिए चयन, मौखिक परीक्षा के आधार पर और यदि, यथास्थिति हिमाचल प्रदेश लोक सेवा आयोग या अन्य भर्ती प्राधिकरण ऐसा करना आवश्यक या समीचीन समझे, लिखित परीक्षा या व्यवहारिक परीक्षा के आधार पर किया जाएगा, जिसका स्तर/पाठ्यक्रम यथास्थिति आयोग/अन्य भर्ती प्राधिकरण द्वारा अवधारित किया जायेगा।

16. आरक्षण

उक्त सेवा में नियुक्ति, हिमाचल प्रदेश सरकार द्वारा समय-समय पर अनुसूचित जातियों/अनुसूचित जन-जातियों/पिछड़े वर्गों और अन्य प्रवर्ग के व्यक्तियों के लिए सेवा में आरक्षण की बाबत जारी किये गए आदेशों के अधीन होगी।

17. शिथिल करने की शक्ति

जहां राज्य सरकार की यह राय हो कि ऐसा करना आवश्यक या समीचीन है, वहां यह कारणों को अभिलिखित करके और हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से आदेश द्वारा इन नियमों के किहीं उपबन्धों को किसी वर्ग या व्यक्तियों के प्रवर्ग या पदों की बाबत, शिथिल कर सकेगी।

[Authoritative English text of this Government notification No. Bhasha-A(3)-20/87, dated 9-6-1988 as required under clause (3) of article 348 of the Constitution of India].

Shimla-2, the 9th June, 1988

No. Bhasha-A(3)-20/87.—In exercise of the powers conferred by Proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission is pleased to make Recruitment and Promotion Rules for the post of Stenographer, (Non-Gazetted, Class-III) in the Department of Language, Arts and Culture, Himachal Pradesh as per Annexure-A attached to this notification, namely:—

1. *Short title and commencement.*—(1) These rules may be called the Himachal Pradesh Language, Arts and Culture Department, Stenographer (Non-Gazetted Class III), Recruitment and Promotion Rules, 1988.

(2) These shall come into force with immediate effect.

2. *Repeal and Savings.*—(1) The Recruitment and Promotion Rules for the post of Stenographer notified *vide* this Department's notification No. 17-2/73-IWP (Bhasha), dated the 19th May, 1976 are hereby repealed:

Provided that such repeal shall not effect the previous operation of the said rules, any appointment made, any action taken or anything done thereunder.

By order,
Sd/-

Commissioner-cum-Secretary.

ANNEXURE 'A'

RECRUITMENT AND PROMOTION RULES FOR THE POST OF STENOGRAPHER, CLASS-III NON-GAZETTED IN THE DEPARTMENT OF LANGUAGE, ARTS AND CULTURE, HIMACHAL PRADESH

- | | |
|---|---|
| 1. Name of the post | Stenographer. |
| 2. Number of posts | One. |
| 3. Classification | Class-III Non-Gazetted. |
| 4. Scale of pay | Rs. 570-15-600/20-700 / 25-850/30-1000-40-1080. |
| 5. Whether selection post or non-selection post | Non-Selection. |
| 6. Age for direct recruitment | Between 18 to 32 years: |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on *ad hoc* or on contract basis :

Provided further that if a candidate appointed on *ad hoc* basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such *ad hoc* or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/other categories of persons to the extent permissible under the general or special order of the Himachal Pradesh Government:

Provided further that the employees of all the public sector corporations and autonomous bodies who happened to be Government servants before absorption in public sector corporation/autonomous bodies at the time of initial constitution of such corporations/autonomous bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the public sector corporations/autonomous bodies who were/are subsequently appointed by such corporations/autonomous bodies and are/were finally absorbed in the service of such

corporation/autonomous bodies after initial constitution of the public sector corporations/autonomous bodies.

Note.—1. Age limit for direct recruits will be reckoned from the last date fixed for receipt of applications by the Commission.

Note.—2. Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case of the candidates is otherwise well qualified.

7. Minimum educational and other qualifications required for direct recruits.

Essential qualifications :

Should have passed Matriculation Examination or its equivalent from a recognised University or Board having a speed of atleast 40 w.p.m. in English typewriting and 100 w.p.m. in English shorthand. In case of Hindi, a speed of 25 w.p.m. in typewriting and 80 w.p.m. in Hindi shorthand.

Desirable qualifications:

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Age : No

Educational Qualifications : Yes.

8. Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees.

9. Period of probation, if any

Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods.

100 % by promotion failing which by direct recruitment.

11. In case of recruitment by promotion, deputation/transfer, grades from which promotion/deputation/transfer is to be made.

By promotion from amongst the Stenotypists with three years' regular service or regular combined with *ad hoc* (rendered upto 31-12-1983) service in the grade with a speed of 80 w.p.m. in Hindi shorthand and 25 w.p.m. in Hindi typing or 100 w.p.m. in English shorthand and 40 w.p.m. in English typing.

Note-1.—In all cases of promotion, *ad hoc* service rendered in the feeder post upto 31-12-83, if any, prior to the regular appointment to the post shall be taken into account towards the length of service as prescribed

in these rules for promotion subject to the condition:—

(a) That in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including *ad hoc* service rendered upto 31-12-83) in the feeder post, in view of the provisions referred to above, all persons senior to him in the respective category post/cadre shall be deemed to be eligible for consideration and placed above the junior persons in the field of consideration:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less :

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

(b) Similarly, in all cases of confirmation, *ad-hoc* service rendered in the post upto 31-12-1983 if any, prior to the regular appointment against such post shall be taken into account towards the length of service :

Provided that the *inter-se* seniority as a result of confirmation after taking into account *ad hoc* service shall remain unchanged.

(c) *Ad hoc* service rendered after 31-12-1983 shall not be taken into account for confirmation/promotion purposes.

Note-2.—Provisions of rules 10 and 11 are to be revised by the Government in consultation with the Commission as and when the number of posts under Rule 2 are increased.

- | | |
|---|--|
| 12. If a Departmental Promotion Committee exists, what is its composition ? | As may be constituted by the Government from time to time. |
| 13. Circumstances under which the HPPSC is to be consulted in making recruitment. | As required under the law. ■ |

14. Essential requirement for a direct recruit A candidate for appointment to any service or post must be:—

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who crossed over to India before the 1st January, 1962 with the intention of permanently settling in India,
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public Service Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

15. Selection for appointment to post by direct recruitment.

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of *viva-voce* test and if the Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or a practical test, the standard/syllabus etc. of which will be determined by the Commission/ other recruiting authority as the case may be.

16. Reservation

The appointment to this service shall be subject to orders regarding reservation in the services for Scheduled Castes/Scheduled Tribes/ Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.

17. Power to relax

Where the State Government is of the opinion that it is necessary or expedient so to do, it may be order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

[Authoritative English text of notification No. LLR-(A)(3) 3/86, dated 9-5-1988 as required under clause (3) of Article 348(3) of the Constitution of India].

LAW DEPARTMENT

NOTIFICATION

Shimla-2, the 9th May, 1988

No. LLR (A) (3) 3/86.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Senior Scale Stenographer (Class-III Non-Gazetted) in the Department of Prosecution, Himachal Pradesh, as per Annexure "A" attached to this notification, namely:—

1. Short title and commencement.—(1) These rules may be called the Himachal Pradesh Prosecution Department, Senior Scale Stenographer (Class-III Non-Gazetted) Recruitment and Promotion Rules, 1988.

(2) These shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

By order,
R. K. MAHAJAN,
L. R.-cum-Secretary.

ANNEXURE 'A'

RECRUITMENT AND PROMOTION RULES FOR THE POST OF SENIOR SCALE STENOGRAPHER IN THE DEPARTMENT OF PROSECUTION IN THE HIMACHAL PRADESH GOVERNMENT

1. Name of the post Senior Scale Stenographer.
2. Number of post 1 (One).
3. Classification Class-III (Non-Gazetted).
4. Scale of pay Rs. 570-15-600/20-700/25-850/30-1000-40-1080.
5. Whether selection post or non-selection post Non-Selection.
6. Age for direct recruitment Between 18 to 32 years:

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on *ad hoc* or on contract basis :

Provided further that if a candidate appointed on *ad hoc* basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such *ad hoc* or contract appointment :

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/

other categories of persons to the extent permissible under the general or special orders of the Himachal Pradesh Government:

Provided further that the employees of all the public sector corporations and autonomous bodies who happened to be Government servants before absorption in the public sector corporation/autonomous bodies at the time of initial constitution of such corporation/autonomous bodies, shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the public sector corporations/autonomous bodies who were/are subsequently appointed by such corporations/autonomous bodies and are/were finally absorbed in the service of such corporations/autonomous bodies after initial constitution of the public sector corporations/autonomous bodies.

Note 1.—Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.

Note 2.—Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission, in case of the candidate is otherwise well qualified.

7. Minimum educational and other qualifications required for direct recruitment.

Essential:

- (i) Matric; and
- (ii) Should possess a speed of 100 words per minute of shorthand in English and 80 words per minute of shorthand in Hindi and with typewriting speed of 30 words per minute in English and 25 words per minute in Hindi respectively.

Desirable Qualifications:

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.

Age : Not applicable.

Educational Qualifications : Not applicable.

9. Period of probation, if any.

Two years subject to such further extension for a period of not exceeding one year as may

be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods. 100% by promotion, failing which by deputation, failing both by direct recruitment.
11. In case of recruitment by promotion, deputation/transfer, grades from which promotion/deputation/transfer is to be made. By promotion from amongst the Junior Scale Stenographers (Class-III, Rs. 510—880) in the Prosecution Department having put in 3 years regular (including *ad hoc* service rendered upto 31-12-1983) service in the grade, failing which by deputation from the Government/Semi-Government Organisations, in H. P. who possess the requisite essential qualifications prescribed against Column-7 above, failing both by direct recruitment.

Note 1.—In all cases of promotion, *ad hoc* service rendered in the feeder post upto 31-12-1983, if any prior to the regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition:—

- (a) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including *ad hoc* service rendered upto 31-12-1983) in the feeder post, in view of the provisions referred to above, all persons senior to him in the respective category post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:

Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the recruitment and promotion rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

(b) Similarly, in all cases of confirmation, *ad hoc* service rendered in the post upto 31-12-1983 if any, prior to the regular appointment against such post shall be taken into account towards the length of service.

Provided that the *inter-se-seniority* as a result of confirmation after taking into account *ad hoc* service shall remain unchanged.

(c) *ad hoc* service rendered after 31-12-1983 shall not be taken into account for confirmation/promotion purposes.

Note 2.—Provisions of rules 10 and 11 are to be revised by the Government in consultation with the Commission as and when the number of posts under rule 2 are increased.

12. If a Departmental Promotion Committee exists, what is its composition ?

As may be constituted by the Government from time to time/To be presided by the Chairman, H. P. Public Service Commission or a member thereto, to be nominated by him.

13. Circumstances under which the H.P. P.S.C. is to be consulted in making recruitment.

As required under the law.

14. Essential requirement for a direct recruit.

A candidate for appointment to any service or post must be :—

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who crossed over to India before the 1st January, 1962 with the intention of permanently settling in India, or

(e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public Service Commission

or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

15. Selection for appointment to post by direct recruitment.

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of *viva-voce* test : and if the Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or a practical test, the standard/syllabus etc. of which, will be determined by the Commission/other recruiting authority as the case may be.

16. Reservation

The appointment to this service shall be subject to orders regarding reservation in the services for Scheduled Castes/Scheduled Tribes/Backward Classes/Other categories of persons issued by the Himachal Pradesh Government from time to time :

17. Power to relax

Where the State Government is of the opinion that it is necessary or expedient so to do, it may by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.